



JOB DESCRIPTION

Position Title: **Battalion Chief**

Working Area: **EMS/Fire/Rescue**

Class Code: 3209

Exempt

EEO Code: 02

Effective Date: August 29, 2002

Major Function

Administrative and technical work in the management and direction of EMS/Fire/Rescue personnel assigned to particular stations in a district of the County or to a specific function of the division. Incumbent is assigned to a specific shift or function. Position may be reassigned to meet the operational needs of the Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Monitors and manages the operation of all facilities and equipment in the assigned district to include the coordination of equipment, apparatus, and facility maintenance.

Responds to EMS/Fire/Rescue alarms and other emergency alarms and directs the activities at scenes of structural, major EMS/Fire/Rescue related emergencies. Monitors the firefighting, rescue and EMS incident mitigation within published guidelines, scheduling and assigning manpower, scheduling training, overtime, vacation, and other types of leave requests.

Conducts performance evaluations for assigned personnel to include the preparation and presentation of performance evaluations, which determines merit awards, if any. Effectively recommends disciplinary and/or commendatory actions for assigned personnel. Prepares and presents second level responses to employee appeals and grievances.

Serves, as required, as a member of the Department's employee selection committee and provides input for recommendations for hiring.

Assists supervisors in planning, research, and development of Division's operation and makes recommendation for improved performance and efficiency. May be assigned special projects such as development of station inventory policies/procedures, fleet maintenance policies/procedures, building maintenance policies/procedures, and emergency medical operations policies and procedures.

Assumes full charge of an assigned shift in the absence of the Assistant Fire Chief. Prepares and maintains all operational reports and records as required.

Performs other duties as assigned, including, but not limited to, reassignment or shift rotation.



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Minimum Qualifications

Considerable knowledge of the principles and practices of rescue, emergency medical services, and firefighting techniques. Knowledge of the geography of Seminole County including principal and potential fire hazards. Knowledge of Public Safety Departmental rules and regulations.

Ability to plan, evaluate, assign, and coordinate activities performed by the EMS/Fire/Rescue Division. Ability to lead, maintain high morale, and regulate the control and discipline of subordinates. Ability to exercise sound judgment. Ability to regulate for efficient and effective use on assigned shift and district personnel and equipment. Ability to communicate effectively both orally and in writing.

Skilled in the techniques and principles of EMS/Fire/Rescue administration, and in the operation and maintenance of various types of apparatus and equipment used in firefighting activities.

Associates Degree in Fire Science, and four (4) years experience in fire suppression, fire prevention, rescue operation, and one (1) year experience in a supervisory command position comparable to the rank of Lieutenant.

Extensive previous experience in the Fire Service may be substituted for the formal education requirements.

Must meet all Florida State Firefighter Standards Council Rules and Regulations for firefighters and company officers.

Must possess and maintain certification as an Emergency Medical Technician I.

New hires must have abstained from use of tobacco products for twelve months prior to application with Seminole County (Florida Statute Section 633.34).

Must be in excellent health and maintain good physical condition.

Must possess and maintain a valid Florida Class "D" Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

